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AUTHOR Thompson, Glenn
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ABSTRACT

These guidelines are revised versions of those originally presented at the spring conference of the Wisconsin Educational Media Association in 1982, as part of a session entitled Cataloging Problem Software. Nine general guidelines are presented and samples are provided for a set of cards which include: main entry, subject added entry, name added entry, shelflist, title analytic, main entry under personal author, and tape cassette cards. (DMC)

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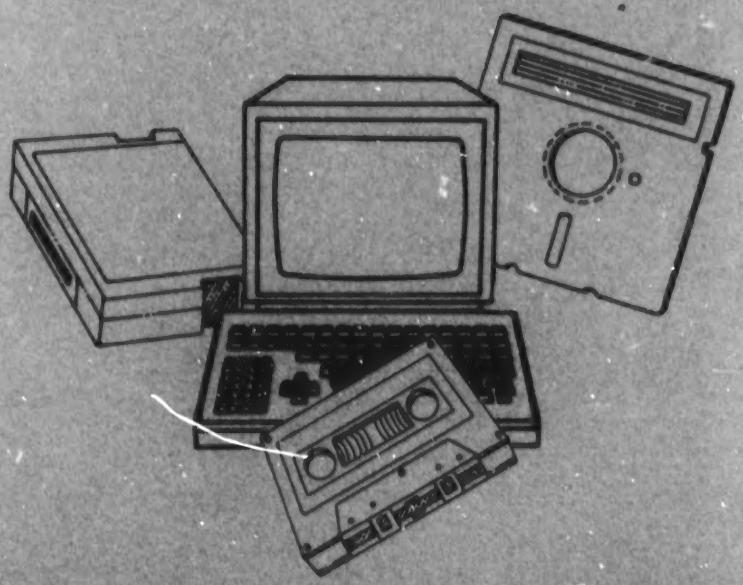
Guidelines for Cataloging Microcomputer Software



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GUIDELINES FOR CATALOGING MICROCOMPUTER SOFTWARE

BY
Glenn Thompson
UNIVERSITY OF WISCONSIN-EAU CLAIRE

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Personal Notes

CATALOGING MICROCOMPUTER SOFTWARE

Introduction

These guidelines were originally presented at the Spring Conference of The Wisconsin Educational Media Association on April 23, 1982, as part of a session entitled Cataloging Problem Software. They were expanded for presentation at the State Superintendent's Conference for District Media Directors on October 8, 1982. They were further revised based upon the most current information available in November, 1983.

A number of cataloging aids were consulted during the preparation of these guidelines. Especially useful ideas were obtained from the Guidelines (for) Processing and Cataloging Computer Software for Schools and Area Education Agencies issued by the State of Iowa Department of Public Instruction in 1982. Likewise, valuable advice and assistance were provided by Ms. Katherine Durning, cataloger in the Instructional Media Center at UW-Eau Claire's McIntyre Library; Ms. Elizabeth Martin, head of the Library Science Department at the Unversity of Northern Iowa in Cedar Falls; and Dr. Clyde Greve, director of the Educational Media Program at UW-LaCrosse.

Guidelines

1. Computer software should be cataloged according to provisions of the Anglo-American Cataloging Rules, Second Edition (AACR II). Unfortunately, these rules were developed before microcomputers became popular, and they are most appropriate for software used with large mainframe computers. The recommendations in this document are intended to supplement the ASCR II and to deal with problems identified by school media specialists developing collections of microcomputer software.

2. Computer software may be accessioned or classified according to local practice.

3. Most computer programs are entered under title. An occasional program may be entered under a heading for a personal author or a corporate body if it satisfies the criteria stated in Chapter 21 of the AACR II.

4. A general material designation (GMD) may follow the title on the catalog card. "Machine-readable data file" is recommended in Chapter 1 of the AACR II as an appropriate GMD for most types of programs; however, the GMD "Game" from Chapter 10 may be used if appropriate. Terms such as "computer program" or "computer software" might seem more appropriate, but it would seem wise to either use a designation already established or to omit the GMD altogether.

5. As a general rulle, the name of the producer or manufacturer is not cited in a statement of responsibility. An agency's name will be stated in this area only if (1) the name appears in a prominent position on the label and (2) there is evidence that the agency has made an unusual contribution to the intellectual content.

Personal Notes

6. Many producers of microcomputer software are small and relatively unknown firms. A full address should be provided for such a firm following the place of publication, until such a time that the firm is better established and listed in selection aids.

7. The physical description may include:

number of items
format (e.g., diskette, sound cassette)
black and white or color (e.g., b&w, col.)
size of item (e.g., 5¼ in., 8 in.)
single side or double side
number of tracks (e.g., 35 track, 80 track)
number of sectors (e.g., 10 sectors, 16 sectors)
single density or double density
operating system (e.g., DOS 3.3, CP/M)
language (e.g., Integer BASIC, Applesoft, BASIC, PASCAL)
computer required (e.g., Apple II plus, IBM Personal Computer, TRS-80)
memory required (e.g., 32K, 48K RAM)
other equipment required (e.g., tractor-drive printer, 2 disc drives, color monitor
accompanying material (e.g., teacher's guide, 40 slides)

The amount of information provided for each program will vary considerably. All available information should be included, so that users can readily determine whether or not they have access to required equipment. This will be especially helpful for prospective users at locations other than that where the program is held.

8. If the amount of information is such that the physical description will be overly long and detailed, accompanying material and/or required equipment may be described in notes.

Other notes might provide summary of the content or specific grade level or type of program (management, tutorial, simulation, problem-solving, drill and practice).

9. Because it is impossible to browse microcomputer software, it is important to provide sufficient added entries and cross references. Analytic entries should be considered whenever there are several programs on the same diskette.

Personal Notes

An Example of a Set of Cards

Main Entry

640
In2 Income meets expenses /machine-readable data file/ / graphics by Janice Price. -- Kalamazoo, MI : Interpretive Education, /1981?/
8 disks (col. ; 5¼ in., single side, single density : DOS 3.3 ; Integer BASIC) + 1 guide.
For use with: 32K Apple II with ROM Applesoft, color monitor.
Summary: This tutorial program introduces students to the concept of budgeting by relating income to fixed and flexible expenses.
1. Budgets, Household. 2. Finance, Personal. I. Price, Janice. II. Interpretive Education.

Subject Added Entry

BUDGETS, HOUSEHOLD.
640
In2 Income meets expenses /machine-readable data file/ / graphics by Janice Price. -- Kalamazoo, MI : Interpretive Education, /1981?/
8 disks (col. ; 5¼ in., single side, single density : DOS 3.3 ; Integer BASIC) + 1 guide.
For use with: 32K Apple II with ROM Applesoft, color monitor.
Summary: This tutorial program introduces students to the concept of budgeting by relating income to fixed and flexible expenses.
1. Budgets, Household. 2. Finance, Personal. I. Price, Janice. II. Interpretive Education.

Personal Notes

Subject Added Entry

FINANCE, PERSONAL.
640
!n2 Income meets expenses /machine-readable data file/ / graphics by Janice Price. -- Kalamazoo, MI : Interpretive Education, /1981?/
8 disks (col. ; 5¼ in., single side, single density : DOS 3.3 ; Integer BASIC) + 1 guide.
For use with: 32K Apple II with ROM Applesoft, color monitor.
Summary: This tutorial program introduces students to the concept of budgeting by relating income to fixed and flexible expenses.
1. Budgets, Household. 2. Finance, Personal. I. Price, Janice. II. Interpretive Education.

Name Added Entry

Price, Janice.
640
!n2 Income meets expenses /machine-readable data file/ / graphics by Janice Price. -- Kalamazoo, MI : Interpretive Education, /1981?/
8 disks (col. ; 5¼ in., single side, single density : DOS 3.3 ; Integer BASIC) + 1 guide.
For use with: 32K Apple II with ROM Applesoft, color monitor.
Summary: This tutorial program introduces students to the concept of budgeting by relating income to fixed and flexible expenses.
1. Budgets, Household. 2. Finance, Personal. I. Price, Janice. II. Interpretive Education.

Personal Notes

Name Added Entry

Interpretive Education.

640
In2 Income meets expenses /machine-readable data file/ / graphics by Janice Price. -- Kalamazoo, MI : Interpretive Education, /1981?/
8 disks (col. ; 5¼ in., single side, single density : DOS 3.3 ; Integer BASIC) + 1 guide.
For use with: 32K Apple II with ROM Applesoft, color monitor.
Summary: This tutorial program introduces students to the concept of budgeting by relating income to fixed and flexible expenses.
1. Budgets, Household. 2. Finance, Personal. I. Price, Janice. II. Interpretive Education.

Shelflist Card

640
In2 Income meets expenses /machine-readable data file/ / graphics by Janice Price. -- Kalamazoo, MI : Interpretive Education, /1981?/
8 disks (col. ; 5¼ in., single side, single density : DOS 3.3 ; Integer BASIC) + 1 guide.
For use with: 32K Apple II with ROM Applesoft, color monitor.

10/8/82 Interpretive Education $199.95

1. Budgets, Household. 2. Finance, Personal. I. Price, Janice. II. Interpretive Education.

Inclusion of acquisitions information is local option

Personal Notes

Other Examples of Cards

Tape Cassette

794
Sp

Space war /game/. -- Burbank, CA : Programing International Corporation, 1982.
1 tape cassette (Integer BASIC : 16K Commodore PET).

Summary: Two players fight a space war in the vastness of the outer reaches of our galaxy.

1. Computer games. I. Programing International Corporation.

Title Analytic

High-speed word recognition.

372.4
Com

Comp-read /machine-readable data file/. -- Canoga Park, CA : Edu-Ware Services, c1981.
1 disk (b&w ; 5¼ in., single side, single density : DOS 3.2 ; Applesoft BASIC : 48K Apple II)
Contents: Character recognition -- High-speed word recognition -- Synonyms and antonyms -- Sentence comprehension.
1. Reading. I. Edu-Ware Services. II. Title: Character recognition. III. Title: High-speed word recognition. IV. Title: Synonyms and antonyms. V. Title: Sentence comprehension.

Personal Notes

Main Entry under
Personal Author

333.5
K8881

Kreutzer, Roger.
The landlord [machine-readable data file] / by Roger Kreutzer. -- Norcross, GA : BUSCOMP, 1981.
1 disk (b&w ; 5¼ in., single side, double density : DOS 3.2.1 ; Applesoft BASIC) + 1 manual.
For use with: Apple II Plus with 48K RAM, 2 disk drives and a Silentype printer.
Summary: A management program that can be used by property owners and managers to handle up to 400 units.
1. Landlord and tenant. 2. Lease and rental services. I. BUSCOMP. II. Title.

Personal Notes